

## Request to Remain on Mailing List

Failure to submit this request by **May 30, 2003** may result in your agency not receiving RFP addenda and other information

Prospective proposers are requested to submit a Request to Remain on Mailing List by **4:00 p.m. (Central Time), May 30, 2003**, to Mary Tremain (see page immediately following the cover page).

**Failure to submit a timely and complete Request to Remain on Mailing List will not preclude the submission of a proposal, nor does its submission require that the prospective proposer submit a proposal.**

However, only those prospective proposers submitting a timely and complete Request to Remain on Mailing List will remain on the mailing list for: (a) RFP addenda or clarifications (if any); (b) answers to written questions; (c) notices of changes to the procurement schedule specified above (if any); and (d) any other information from the Department regarding this RFP. Such notifications will be sent via electronic mail to the e-mail address of the contact person identified in the received Request to Remain on Mailing List. (See RFP, Part 1, Section 4.2, Electronic Communications.)

### **INSTRUCTIONS**

**Please print all spaces except signature space.**

**STEP 1** — Complete 1 through 10 below:

1. Agency Name

**Request for Proposal Contact** — The person listed will receive all RFP-related materials and should serve as your agency's sole point of contact during the RFP process. This person will be notified of all RFP addenda and will also receive the notice of intent to award described in RFP, Part 1, Section 5.6.

2. Contact Name

3. US Mail Address (number and street or P.O. Box, city, state, zip code)

4. Phone Number(s)

( ) -

5. FAX Number

( ) -

6. E-mail

7. Geographic Area(s) of Interest

8. Name of person completing this form:

9. Signature of person completing this form

9. Signature Date

**STEP 2** — Add a cover page with signature and fax to (608) 267-3240, attention Mary Tremain (see page immediately following the cover page), by the deadline in the box at the top of this page. **DO NOT** follow fax with hard copy. Keep a copy of all submitted materials for your records. The state will confirm receipt of your agency's Request to Remain on Mailing List via e-mail, phone or fax.